



Contact Info for Special Events Ad Astra Room Booking Assistance

Ruben Gonzalez, Sr. Associate Dean of Students / Director of Event Management

(718) 489-5215

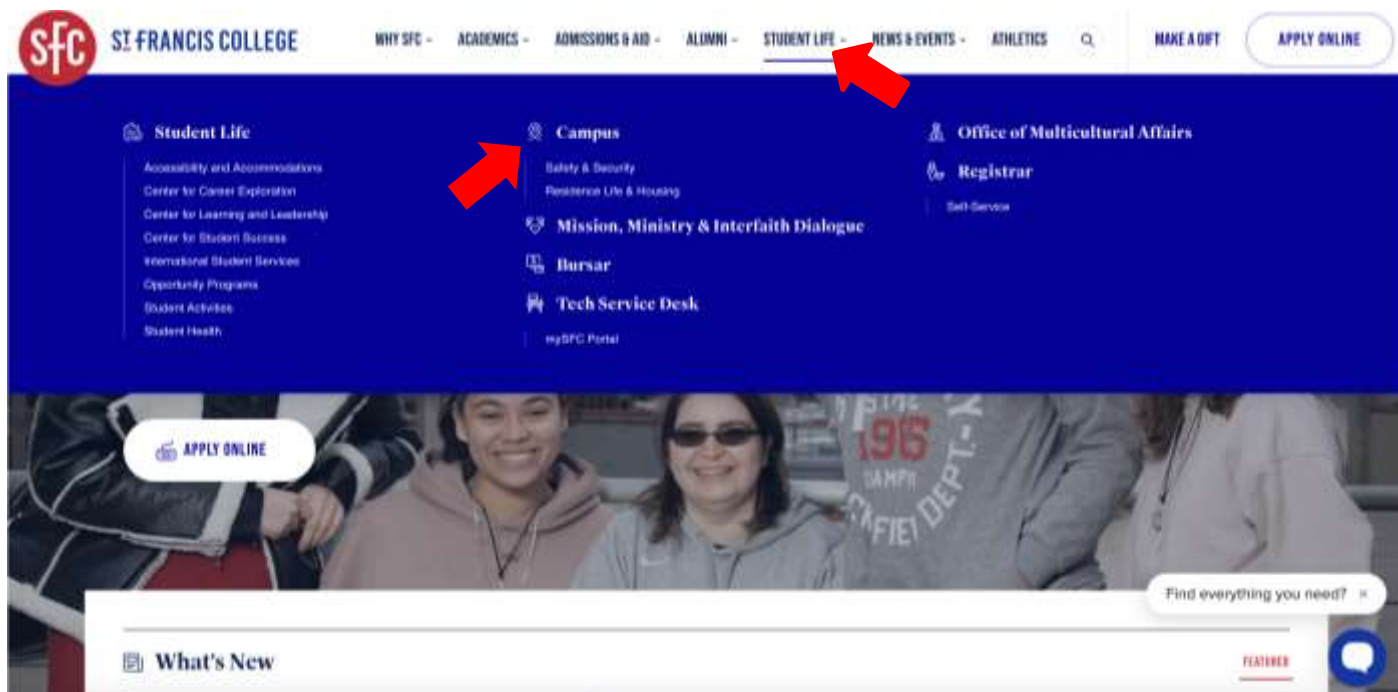
[rgonzalez132@sfc.edu](mailto:rgonzalez132@sfc.edu)

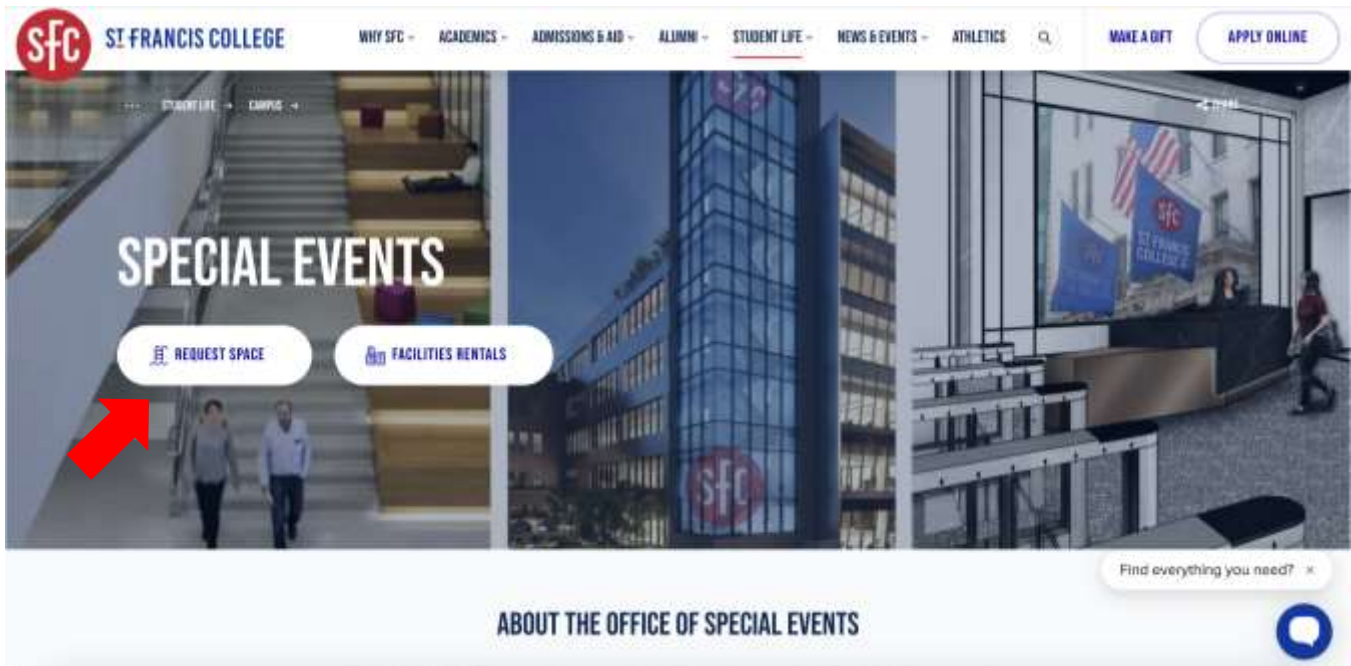
### **Ad Astra Request Room(s) for an Event**

Step-by-Step Procedure:

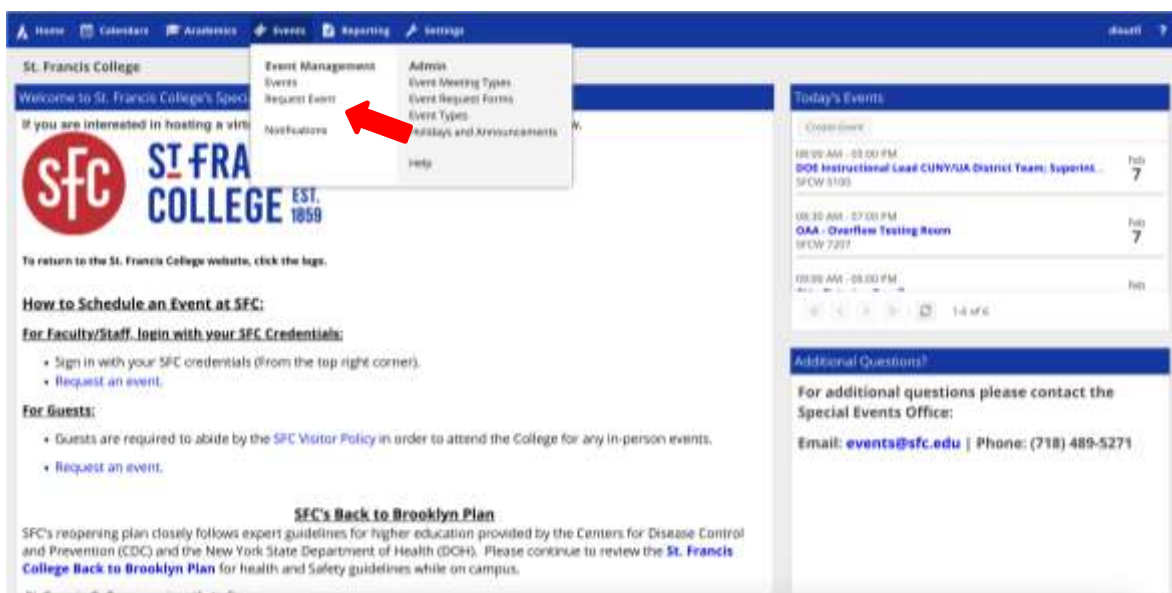
Step 1: Visit the SFC homepage ([sfc.edu](http://sfc.edu)) and under “Student Life” select “Campus”. Once on the “Campus” page, scroll down to “Special Events” and select “Book an Event at SFC”, then select “Request Space”. This will direct you to Ad Astra.

[Special Events | St. Francis College \(sfc.edu\)](http://sfc.edu/special-events)





Step 2: Select “Events” from the top left corner than select “Request Event”



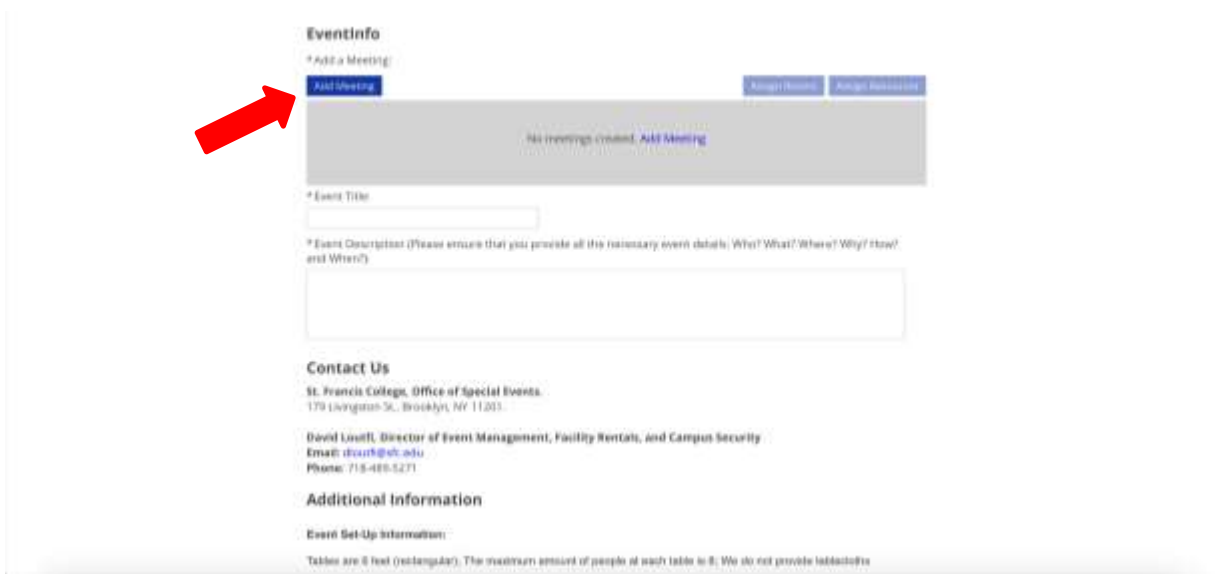
Step 3: Click on the drop down menu to select which type of event form. (5 options available)

The screenshot shows a web application interface with a dark blue header bar containing navigation links: Home, Calendar, Academic, Events, Reporting, and Settings. A modal window titled "Event Request Wizard" is open, displaying a welcome message: "Welcome to the Event Request Wizard. Please select an Event Request Form to begin." Below this, there is a dropdown menu labeled "Event Request Form" with a red border. The dropdown is open, showing five options: "Select...", "External Event Request Form", "Graduation Request", "Internal Event Request Form", and "Training Route Request - 2001". At the bottom of the modal, there is a pagination bar indicating "Page 1 of 1".

Step 4: Fill out all the required contact information.

The screenshot shows the "Contact Info" section of the Event Request Wizard. It contains several form fields with red asterisks indicating required information. The fields are: "First Name" (with the value "David" and a red error icon), "Group Name (Please Specify Off/On/Department)" (with the value "St. Francis College"), "Group Type (Please Select)" (with the value "Select..."), "Academic Advisor" (with a red error icon), "Address" (a large text area), "Email Address" (with the value "jordan@stfrancis.edu"), "Phone Number" (a text area), and "Fax Number" (a text area). The form is set against a light gray background with a white border.

Step 5: In “Event Info” click on “add meeting”.



The screenshot shows a web form titled "EventInfo". At the top, there is a section "Add a Meeting:" with a blue button labeled "Add Meeting" and two smaller buttons labeled "Assign Room" and "Assign Resources". Below this is a grey box with the text "No meetings created. [Add Meeting](#)". A red arrow points to the "Add Meeting" button. Below the grey box are fields for "Event Title" and "Event Description (Please ensure that you provide all the necessary event details: Who? What? Where? Why? How? and When?)". At the bottom, there is a "Contact Us" section with contact information for St. Francis College, Office of Special Events, and David Linell, Director of Event Management, Facility Rentals, and Campus Security. There is also an "Additional Information" section with "Event Set-Up Information".

**EventInfo**

\* Add a Meeting:

[Add Meeting](#) [Assign Room](#) [Assign Resources](#)

No meetings created. [Add Meeting](#)

\* Event Title

\* Event Description (Please ensure that you provide all the necessary event details: Who? What? Where? Why? How? and When?)

**Contact Us**

St. Francis College, Office of Special Events  
179 Livingston St., Brooklyn, NY 11201

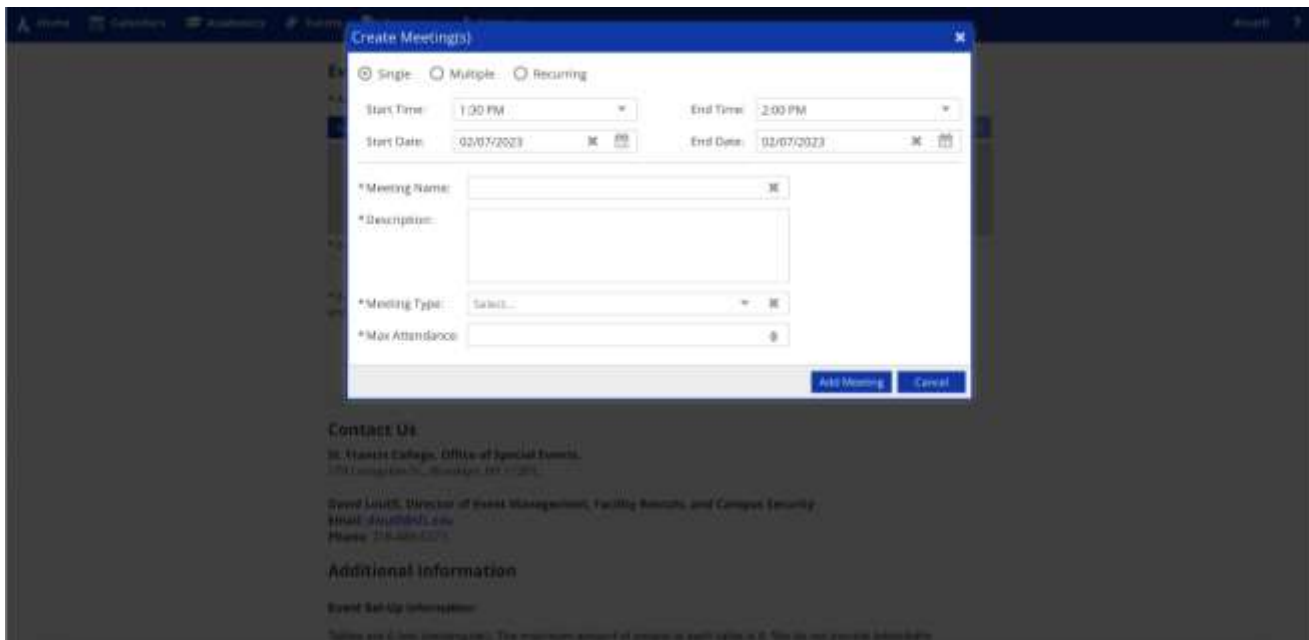
David Linell, Director of Event Management, Facility Rentals, and Campus Security  
Email: [dlinell@stfrancis.edu](mailto:dlinell@stfrancis.edu)  
Phone: 718-488-5271

**Additional Information**

Event Set-Up Information:

Tables are 6 feet (rectangular). The maximum amount of people at each table is 8. We do not provide tablecloths.

Then proceed in filling out all the required information.



The screenshot shows the "Create Meetings" dialog box overlaid on the "EventInfo" form. The dialog box has tabs for "Single", "Multiple", and "Recurring". The "Single" tab is selected. It contains fields for "Start Time" (1:00 PM), "End Time" (2:00 PM), "Start Date" (02/07/2023), and "End Date" (02/07/2023). There are also fields for "Meeting Name", "Description", "Meeting Type" (Select...), and "Max Attendance". At the bottom of the dialog box are "Add Meeting" and "Cancel" buttons. The background shows the same "EventInfo" form as in the previous screenshot.

**Create Meetings**

☒ Single ☐ Multiple ☐ Recurring

Start Time: 1:00 PM End Time: 2:00 PM

Start Date: 02/07/2023 End Date: 02/07/2023

\* Meeting Name:

\* Description:

\* Meeting Type: Select...

\* Max Attendance:

[Add Meeting](#) [Cancel](#)

**Contact Us**

St. Francis College, Office of Special Events  
179 Livingston St., Brooklyn, NY 11201

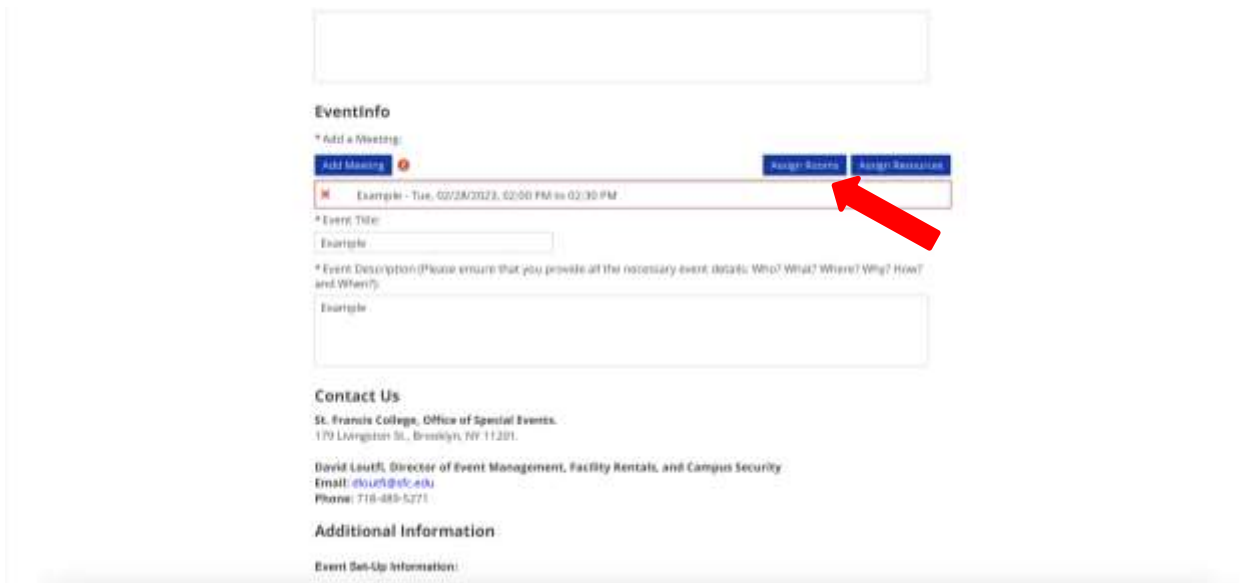
David Linell, Director of Event Management, Facility Rentals, and Campus Security  
Email: [dlinell@stfrancis.edu](mailto:dlinell@stfrancis.edu)  
Phone: 718-488-5271

**Additional Information**

Event Set-Up Information:

Tables are 6 feet (rectangular). The maximum amount of people at each table is 8. We do not provide tablecloths.

Step 6: After the meeting is added, click on “Assign Rooms”



The screenshot shows a web form titled "EventInfo". At the top, there is a section for adding a meeting with a red "X" icon and a date/time field showing "Example - Tue, 02/28/2023, 02:00 PM to 02:30 PM". To the right of this field are two buttons: "Assign Rooms" and "Assign Roommates". A red arrow points to the "Assign Rooms" button. Below the date field is a text input for "Event Title" with the placeholder "Example". Further down is a larger text area for "Event Description (Please ensure that you provide all the necessary event details: Who? What? Where? Why? How? and When?)" with the placeholder "Example". At the bottom of the form, there is a "Contact Us" section with contact information for St. Francis College and an "Additional Information" section.

**EventInfo**

\* Add a Meeting:

\* Event Title:

\* Event Description (Please ensure that you provide all the necessary event details: Who? What? Where? Why? How? and When?):

**Contact Us**

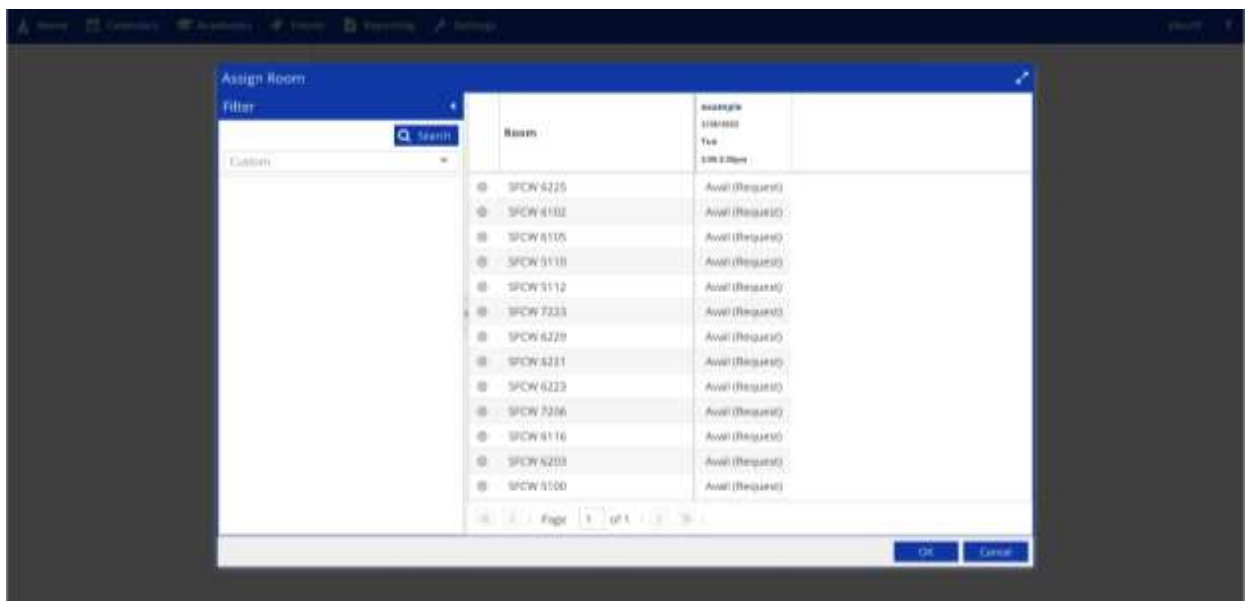
St. Francis College, Office of Special Events.  
170 Livingston St., Brooklyn, NY 11201.

David Loutfi, Director of Event Management, Facility Rentals, and Campus Security  
Email: [dloutfi@stfc.edu](mailto:dloutfi@stfc.edu)  
Phone: 718-483-5271

**Additional Information**

Event Set-Up Information:

All of the available spaces will be shown. The circle which the red arrow is pointing to will



The screenshot shows a dialog box titled "Assign Room". On the left, there is a "Filter" section with a search bar containing "Search" and a dropdown menu set to "Custom". On the right, there is a table with columns "Room" and "Example". The table lists 12 rooms, each with a radio button in the "Room" column and the text "Avail (Request)" in the "Example" column. At the bottom of the dialog, there is a "Page 1 of 1" indicator and "OK" and "Cancel" buttons.

Room	Example
<input type="radio"/> SPCW 6225	Avail (Request)
<input type="radio"/> SPCW 6102	Avail (Request)
<input type="radio"/> SPCW 6105	Avail (Request)
<input type="radio"/> SPCW 5110	Avail (Request)
<input type="radio"/> SPCW 5112	Avail (Request)
<input type="radio"/> SPCW 7233	Avail (Request)
<input type="radio"/> SPCW 6229	Avail (Request)
<input type="radio"/> SPCW 6231	Avail (Request)
<input type="radio"/> SPCW 6223	Avail (Request)
<input type="radio"/> SPCW 7206	Avail (Request)
<input type="radio"/> SPCW 6116	Avail (Request)
<input type="radio"/> SPCW 6203	Avail (Request)
<input type="radio"/> SPCW 5100	Avail (Request)

Step 7: Fill out any required information, which will be marked with an \*, and any additional information regarding your event in the following sections: Event Communications and Promotion and Setup/ Logistics Information

The screenshot shows a web application interface with a blue header bar containing navigation links: Home, Calendar, Academic, Events, Reporting, and Settings. The user is logged in as 'dloutfi'. The main content area is titled 'Additional Information' and contains several sections:

- Event Set-Up Information:** Tables are 6 feet (rectangular). The maximum amount of people at each table is 8. We do not provide tablecloths.
- Promotional Information:** If you would like to request support from the Office of Marketing & Communications, complete the [Project Request Form](#) at least 4 weeks in advance of the event date. Templates are available on the [mySFC portal](#).
- Additional Costs May Apply for:** I.T. Support, Technology Utilization, Event Management Staff, Maintenance, Security, Custodial Staff, Photography, Videography, Printing, Catering, Signage.
- On-Campus Catering:**  
**Please note:** St. Francis College has partnered with CulnArt for exclusive on campus catering.  
If you wish to have catering on campus, please provide us with your approved budget line for catering purposes from Finance. Further information will be made available on how to place your catering order.
- Payment Information:** Invoices will come from the Accounts Payable Department. We accept Checks or Major Credit Cards. Please make all checks payable to: St. Francis College. All checks must have a reference number (found on invoice). If you wish to pay via Credit Card, please advise.
- Event Communications and Promotion**  
Please select the following options below:

Step 8: Click the submit button. Once completed, the following screen will confirm the request has been processed.

The screenshot shows a confirmation screen titled 'Event Request Received'. It includes a message: 'Thank you for your request. We have received your form and will be contacting you shortly. If you need to make a modification to your request please contact the Special Events Office at [dloutfi@sfc.edu](mailto:dloutfi@sfc.edu)'. Below this, it says 'Thank you! Your event request was successfully received and is being reviewed. You will receive an email response when further action is taken, or if more information is required.' The screen also displays the following details:

- Event Name:** [REDACTED]
- Event Location:** [REDACTED]
- Event Date:** [REDACTED]
- Event Time:** [REDACTED]
- Event Description:** [REDACTED]
- Event Contact:** [REDACTED]
- Event Phone:** [REDACTED]
- Event Email:** [REDACTED]
- Event Address:** [REDACTED]
- Event City:** [REDACTED]
- Event State:** [REDACTED]
- Event Zip:** [REDACTED]
- Event Country:** [REDACTED]
- Event Type:** [REDACTED]
- Event Status:** [REDACTED]
- Event Category:** [REDACTED]
- Event Subcategory:** [REDACTED]
- Event Tags:** [REDACTED]
- Event Notes:** [REDACTED]
- Event Comments:** [REDACTED]
- Event Attachments:** [REDACTED]
- Event History:** [REDACTED]
- Event Actions:** [REDACTED]

An e-mail correspondence will follow.

If you have any questions, do not hesitate to contact the office of Special Events (718)489-5271  
[events@sfc.edu](mailto:events@sfc.edu)